

# Teacher Librarian Roles and Responsibilities

“Library program” means an articulated, sequential kindergarten through grade 12 library or media program that enhances student achievement and is integral to the school district’s curricula and instructional program. Library programs are planned and implemented by a qualified teacher librarian working collaboratively with the district’s administration and instructional staff. The library program services provided to students and staff shall include the following:

- Support of the overall school curricula,
- Collaborative planning and teaching,
- Promotion of reading and literacy,
- Information literacy instruction,
- Access to a diverse and appropriate school library collection, and
- Learning enhancement through technologies.

In general, the professional librarian is responsible for those tasks that involve professional decision-making. For example, a support staff person can assist a user in locating a requested resource, but a professional librarian makes resource recommendations to users because those recommendations require a decision as to age-appropriateness, difficulty, format, interest, etc.

Teaching in the library is a professional task. Just as other curricula (art, music, physical education) are taught by a licensed professional teacher in that area, so the library curriculum is taught by a licensed professional teacher librarian.

Program Component	Licensed Teacher Librarian	Appropriately Licensed Teacher in Collaboration with Teacher Librarian and School Administration	Para-educator/Associate	Non-licensed Computer Specialists
<b>Teaching</b>				
	design curriculum and instruction in information literacy, including information technology	map information literacy & technology curriculum to classroom curriculum		
	teach a curriculum of information literacy and technology across all grade levels of the school aimed at students learning to access, evaluate, use, create, and communicate information through	teach research skills, e.g., thesis-formation, note-taking, citation, composition teach technology skills, e.g., keyboarding, multimedia production, media literacy	assist in scheduling and monitoring usage of the library and computer lab	Provide one to one assistance to children after teacher or teacher librarian has provided instruction

	<p>inquiry and critical thinking, e.g.,</p> <ul style="list-style-type: none"> <li>• generating an authentic researchable question</li> <li>• mediating between information need and a wide variety of resources, including online information tools</li> <li>• evaluating information for authority, bias, currency, and relevance</li> <li>• using appropriate technology to create and communicate new knowledge ethically</li> </ul> <p>assess student performance in information literacy competencies</p>		provide one to one assistance to children after teacher librarian has provided instruction	
	design and implement activities that develop capable and independent readers such as book talks to classes based on student interest or curricular connections; literature lessons; participation in Iowa Children's Choice , Goldfinch, or Teen Award programs; reading recommendations and programs for family participation in literacy support.	teach reading comprehension skills	assist with instruction in computer lab and library	
	promote literacy through 1:1 or small-group reader advisory by directing students to resources that are age-appropriate at accessible levels of difficulty and that respond to student interest as well as information need	In collaboration with the teacher librarian, assist students in matching texts to reading level and student interest	assist students or teachers in locating requested resources	
<b>Library management</b>				
Planning and	design and implement a building			

leadership	library program, consistent with building and district goals as they implement the Iowa Core			
	Plan the physical and virtual library space			
	develop, in cooperation with school leadership, policies for selection and reconsideration of school library materials; confidentiality of student library records; and legal and ethical use of information resources, including plagiarism and intellectual property rights.		manage circulation system to ensure confidentiality of library records  observe use of information resources and technology to support ethical use	observe use of information resources and technology to support ethical use
	communicate library program goals clearly to building principal and staff. Communicate with principal and/or district leadership regarding program development and concerns.			Develop databases, websites, etc.
	participate in building- and district-level meetings, inservices, committee work and curriculum writing.		.	
	set policy for student behavior in the library		remind students of appropriate behavior in the library and refers behavior problems to the teacher librarian or, in her absence, to the classroom teacher	
	Develop and implement work flow for library staff			
<b>Collection</b>	select resources (print and digital) so that the collection is responsive to the needs of the students and teachers and meets the selection		maintain records of resources in the automated library system; adds new records and deletes withdrawn items	

	criteria of the district library resources selection policy.			
	set priorities and plan library budget in cooperation with building and/or district leadership; expend and manage budget resources accordingly		maintain budget records	
	maintain collection by weeding resources according to professional criteria and guidelines		assist in inventory of materials, equipment and supplies	Load and update software
			shelve or file materials and keep collection orderly	Manage virus protection
			maintain file of software /resource licenses	maintain file of software /resource licenses
User Assistance and Circulation	set and implement policy for circulation and use of library resources.		use the automated circulation system to check materials and equipment out and in	Provide computer network support
	provide teacher inservice for integration of library resources and technology into the curriculum provide teacher inservice on relevant policy, e.g., ethical use of information		respond to equipment problems such as replacement of bulbs, batteries, cartridges, basic troubleshooting, and loading software	respond to computer troubleshooting
			check in periodicals and route to teachers as requested	
			prepare and distribute overdue notices	
			clean computers, keyboards, mice. Maintains the use of hand sanitizer in library and computer lab.	clean computers, keyboards, mice
			assist users with computers and	assist users with

			other equipment.	computers
<b>Professional development</b>				
	maintain awareness of professional trends and emerging technologies and assesses applications for potential implementation			
	Provide training for library staff			